

CALIFORNIA ARMY NATIONAL GUARD (CAL ARNG)
ACTIVE DUTY GUARD/RESERVE (AGR)
STATEWIDE TOUR ANNOUNCEMENT

1. Tour Number: FTM: 113-08
UIC: WPJWA0 Para/Line: 206/16
2. Position Title: Admin NCO OPNS (35M20)
3. Assigned Unit/Location: Company A, 250th MI BN, Moreno Valley, Ca
4. Opening Date of Job Announcement: 28 July 2008
5. Closing Date: 1 September 2008
6. Maximum Grade: E5
7. Minimum Grade: E4
8. Personnel Eligible to Apply: (X) Male (X) Female () OFF () WO (X) ENL

Note: Applicants on Active Duty Title 10 (DEPLOYED) must ETS within 45 days of closing date.

Note Statewide means: Must be a California Army National Guard Member in order to apply.

NOTE: A favorable drug screening test within 15 days of initial entry into the AGR program is mandatory. Failure to comply with this policy will have your AGR tour revoked.

a. **Stabilization policy:** AGR personnel are required to serve a minimum of 24 months if MOSQ, 36 months if non-MOSQ, in any fulltime position before they can be considered for another AGR position within the state.

b. For the purpose of sustainment requirements, Soldiers that are selected in the AGR program in a position commensurate with their current grade will be removed from the promotion list upon the effective date of hire for a period of 12 months. A memorandum of understanding will be required by the selected Soldier prior to orders being published by this headquarters.

c. **Applicants are required to obtain the DMOS of 35M within one year of accession. Soldiers applying must meet the physical demand, rating, and qualifications for the initial award of the MOS IAW DA Pam 611-21.**

d. Soldiers applying must meet the following eligibility criteria IAW DA Pam 611-21:

- (1) A physical demands rating of Medium.
- (2) A physical profile of 222221.
- (3) Normal color vision.
- (4) A minimum score of 95 in aptitude area ST.
- (5) The soldier must meet SECRET security clearance
- (6) A qualifying Score on the English Comprehension Level Test
- (7) A high school graduate or equivalent.
- (8) A qualifying Score on the Defense Language Aptitude Battery IAW AR 611-6
- (9) Possess good voice quality and be able to speak English without an objectionable accent or impediment.
- (10) Never been a member of the U.S. Peace Corps, except as specified in AR 614-200, chapter 1.
- (11) No information in military personnel, Provost Marshal, intelligence, or medical records which would prevent the granting of security clearance under AR 380-67.
- (12) No record of conviction by court-martial.
- (13) No record of conviction by a civil court for any offense other than minor traffic violations.
- (14) Meet Career management and development criteria contained in AR 600-200, AR 614-200 and DA PAM 351-4.
- (15) Formal training (completion of MOS 35M20 course under the auspices of U.S. Army Intelligence Center) mandatory.
- (16) A US Citizen

9. Selecting Personnel: Commander, Company A, 250th MI BN

10. Military Status: Full-Time Military Title 32 Section 502 (f) (AGR)

11. Applicants must, as a minimum, submit the following documents:

If required item(s) are missing from your packet it will be returned to the applicant due to lack of information: (Please No binders)

a. NGB Form 34-1 (with signature and date). Ensure that you annotate both Tour Number and Position Title on the top of page one, of the application.

b. Three-quarter-length photograph in duty uniform made within the previous 12 months ("official" military photograph is not required).

c. **Certified copy** of DD 1966-1, or Recruiter's Worksheet demonstrating qualifying ASVAB/AFCT scores.

(Certified Copy - See frequently asked questions)

d. Last 3 NCOERs. (Supervisor must provide written statement/memo providing information as to why soldier's NCOERs are not available. Applicants in the grade of recently promoted E5s must submit at least one current letter of recommendation in lieu of this requirement ensure that this letter is dated within 45 days of effective date of vacancy announcement and that it highlights job assignment, duties, and capabilities).

e. **Certified copy** of current DA Form 705 (APFT), within six months for “on-board” AGR soldiers, and within 12 months for traditional guardsmen, ensure that height and weight are annotated. (*Certified Copy - See frequently asked questions*)

f. Must meet standards IAW AR 600-9, submit body fat worksheet, (if applicable).

g. Current Medpros printout (Available on AKO).
<https://apps.mods.army.mil/MEDPROS/MyMedicalReadiness/default.aspx> (select IMR record).

h. DA Form 4970 Cardiovascular screening (over 40 soldiers) if applicable.

i. All DD forms 214 (copy must include bottom portion that identifies SPD code).

j. RPAS statement.

k. ***Current DMV print out (with in six months) must be enclosed with this packet***

**** We recommend that you have a member of your unit review your application prior to submission to our office.****

12. Applicants who answer YES to questions 8, or 12 – 18 of section IV, NGB Form 34-1, or have not completed initial entry training (IET) are ineligible to apply to include: **DD214(s) that have unfavorable remarks to include; unsatisfactory Performance, Misconduct, Dropped from the Rolls (DRF) Unsuitability/Unfitness or in lieu of court-martial AR 135-18, AR 135-91 Chapter 4, 26, AR 135-178 Chapter 8, 3, and 635-200 Chapter 11.**

13. Applicants selected for AGR, and meeting any one of the following disqualification, will require a HQDA, DCSPER waiver prior to entry.

- a. Unable to serve at least five (5) years on AGR Status prior to achieving eighteen (18) years active federal status or mandatory removal date.
- b. Entitled to military retired pay.

14. Duties and Responsibilities: Direct the conduct of Interrogation, translation and interpretation functions. Assist in directing counterintelligence for source protection operations (CFSO). Edit interrogation, translation reports and IIR's. Monitor interrogations and translations for accuracy and completeness. Determine requirements for summary, extract, or complete translations of documents. Perform duties in Skill Levels 1, Level 2 and provide guidance to subordinate Soldiers.

a) Assists RNCO in the preparation of monthly Training Schedules and Risk Assessments, in the preparation of the quarterly Unit Status Report (USR); Ammunition forecasts and requests; Training area coordination and requests, and other reports or briefings as directed by the Commander and/or FTM RNCO.

b) Responsible for accomplishing the Commander's plans and programs to attain the unit's training, mobilization, and logistical readiness objectives.

- c) Maintains Mobilization records, Training records, manage Training Library and Map-ordering accounts.
- d) Responsible for Unit Physical Security and Unit Key Control.
- e) Attends all unit training assemblies, additional training assemblies and annual training periods.
- f) Performs other duties as assigned by the Commander and/or RNCO.
- g) Input Soldiers in ATRRS for schools. Track and report all Company ATRRS applications.
- h) Applicants must be proficient in Microsoft Office applications and have general computer literacy.

15. Submit application to: Joint Forces Headquarters ATTN: CARSD-J1-HR-AGR, Box 37, 9800 Goethe Road, Sacramento, CA 95826-9101. **Please Do Not call this office with questions to your application to see if we have received it, you will be notified by mail please see Frequently asked questions on our web page.**

NOTE: If you require a certified copy of DA Form 2-1 and/or RPAS statement, call 916-854-3420. **COMPLETE APPLICATION (TO INCLUDE ALL REQUIRED DOCUMENTS) MUST BE RECEIVED IN HR-AGR NOT LATER THAN THE CLOSING DATE SHOWN IN BLOCK #5.** Additional copies of this announcement may be obtained from our website at www.calguard.ca.gov/cahr.

16. Selectees (other than AGR Soldiers) other than on-board AGR soldiers and are required to provide evidence of Chapter 2 or 3 medical examination, taken not more than 24 months prior to the AGR tour start date. If Chapter 2 or 3 are more than 6 months old but less than 24 months, the DA Form 7349 must be accomplished within 60 days prior to the first day of AGR duty to ensure that Chapter 2 or 3 standards continue to be met. The medical examination must indicate compliance with the requirements of chapter 2 or 3 (AR 40-501) and accomplished at an active military medical facility or Military Entrance and Processing Station (MEPS). Human Immune Deficiency Virus (HIV) testing for all soldiers will be accomplished within 6 months prior to initial entry.

NOTE: A favorable drug screening test within 15 days of initial entry into the AGR program is mandatory. Failure to comply with this policy will have your AGR tour revoked.

17. Equal opportunity: The California National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, national origin, political affiliation, marital status, or any other non-merit factor.